

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SERGEANT / ENFORCEMENT
CLASS CODE: 3091
EFFECTIVE DATE: 07/26/2005
MARKET POINT: Based on applicable market study

DEPARTMENT: Sheriff

JOB SUMMARY

Under general direction, responsible to supervise the activities and personnel of an assigned function in the Sheriff's Office.

CLASS CHARACTERISTICS

Within the Sheriff's Office, this is the first sworn supervisory classification level.

GENERAL ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of assigned personnel.
Assists with staffing decisions within the assigned function including hiring, training, performance evaluation, scheduling of work load, delegation of assignments, and retention of assigned personnel.
Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, shift logs, and appropriate documentation for assigned personnel.
Correlates function involvement within the department, with other County departments, volunteer groups and outside agencies.
Responds to questions and complaints from the public, assigned personnel, County departments, and other agencies.
Attends meetings with divisional personnel, outside agencies, and other County departments to coordinate activities and training.
Inspects the equipment, behavior, and conduct of subordinate officers and assigned personnel.
Performs functions of subordinate staff as needed.
Assists in conducting internal investigations as assigned.
Enforces criminal laws and performs physical arrests.
Prepares various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and with policy and procedure requirements.
Ensures compliance of subordinate personnel in the use of force and firearms and of required training.
Ensures that all required P.O.S.T. training is obtained by subordinates.
Responds to call-backs and call-outs as requested.
Assists the Division Commander in developing training and exercise programs to evaluate the effectiveness of division operations.
Assists in the development and deployment of emergency preparedness exercises to determine readiness to execute emergency response and recovery plans in the event of a disaster or hazardous material incident.

ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT

Appears and testifies in court or at hearings when subpoenaed.
Assists in case planning and management including preparing investigative subpoenas, affidavits, and warrants.
Ensures proper presentation of case to County Attorney for prosecution and court presentation.

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Enforces policies and procedures for proper evidence storage, chain of legal custody, and final disposition according to law.

Supervises the gathering of evidence and the performance of undercover and electronic surveillance.

Supervises the obtaining and developing of confidential informants and substantiates information obtained.

Acts as crime scene manager.

Coordinates fugitive apprehension, arrest warrants, civil process, protective orders, training, extradition, and investigation.

Supervises field activities and monitors Deputy performance.

Performs all essential enforcement activities including interviewing victims, witnesses, and suspects.

ADDITIONAL DUTIES MAY INCLUDE

Performs as team leader, department specialist, and/or instructor for a variety of non-routine police functions including SWAT, armorer, and firearms.

Conducts team meetings, commands and teaches team members and makes team assignments.

Assists in writing and administering federal, state, and other grants.

Monitors various financial accounts.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in reading, writing, and basic math; Skill in word processing and basic computer programs; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Skill in document composition; Ability to coordinate multiple tasks efficiently; Knowledge of supervisory techniques; Ability to remain calm in emergency situations; Skill in the operation of firearms and equipment related to assigned duties; Knowledge of the principles and practices of weaponless defense; Knowledge of current statutes, laws, and local, State, and Federal codes; Skill in analytical problem solving; Skill in conducting investigative interviews; Ability to understand criminal documents including arrest reports, and criminal histories; and Knowledge of investigative procedures and techniques.

PHYSICAL DEMANDS

Occasionally sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects or restrain individuals typically weighing 150-180 pounds; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; Communicate via radios, and Meet all physical requirements established by POST.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to contagious or infectious diseases or

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hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as personal body armor, masks, goggles, and gloves; Work exposes incumbent to potentially hostile situations; and Work exposes incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and a total of six (6) years work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer of which three (3) years must be in the capacity of a certified Law Enforcement Officer. Related completed degrees beyond high school will also be considered in meeting up to two (2) years of the six (6) year experience requirement, but will not be considered in meeting the required three (3) years as a certified Law Enforcement Officer. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license; Applicant must possess current Utah Law Enforcement Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) upon application. County employees being reassigned or transferred to this classification must possess Law Enforcement Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training. Incumbent may be required to attend and successfully complete Emergency Vehicle Operation training annually.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.